



STATE OF IDAHO
invites applications for the position of:

Armory Maintenance Technician

SALARY: \$23.26 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 02/18/22
CLOSING DATE: 03/07/22 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill temporary vacancies within the same position classification.

ANNOUNCEMENT NUMBERS and AREAS OF CONSIDERATION:

- a. **22-11-MN-TEMP BACKFILL:** First consideration will be given to current enlisted members of the Idaho National Guard.
- b. **22-11-MW-TEMP BACKFILL:** Open to all applicants. If an applicant cannot be selected from the above announcement, then other applicants may be considered (*military membership requirement will be waived*).

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|---------------------------------|--|
| POSITION TITLE: | Armory Maintenance Technician |
| PAY GRADE: | NGA-8 |
| POSITION CONTROL NUMBER: | TBD |
| CLASS CODE: | 95000 |
| SALARY: | \$23.26 Hourly |
| FLSA CODE: | Covered |
| DUTY LOCATION: | Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gooding, Idaho, off main base |
| TYPE OF POSITION: | Military Nonclassified; Army or Air; Enlisted; Military Waived if selected under Announcement 22-11-MW-TEMP BACKFILL; (This is a temporary appointment. Initial appointment will not to exceed 1385 hours in a rolling 12-month period. Expected duration |

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|---|---|
| | <i>through September 2022, may be subject to change (not to exceed 5-years). Permanent incumbent has position restoration rights under USERRA.)</i> |
| COMPATIBLE MILITARY FIELD: CLOSING DATE: | Not Applicable 7 March 2022 |

**JOB TITLE: ARMORY MAINTENANCE TECHNICIAN
TEMPORARY GROUP POSITION
SALARY GRADE: NGA-8**

INTRODUCTION: This temporary position is assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide building maintenance support of the state cooperative agreement military facilities located throughout the state. Incumbent must have complete and thorough knowledge of general construction practices in all trades. Must be able to accomplish technical inspections and perform maintenance and remodel projects using proper construction methods and complying with proper codes. A state vehicle and tools are furnished. Travel within the state is required.

The duty assignment/location for the temporary position will be:

- Assigned to the Magic Valley/Hailey to Twin Falls/Burley (Office is in Gooding)

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Reviews construction plans and specifications to ensure requirements are met as stated in related construction Scopes of Work (SOW).
2. Communicates daily with supervisor on current status of repairs and scheduled maintenance. Communicates with Idaho Military Division's (IMD's) State Purchasing and Contracting Office regarding any work that requires outside/contracting expert assistance. Prepares preliminary Scope of Work (SOW) to assist the Contracting Officer in securing bids and contracts to facilitate building repair. Oversees contractors when professional workers are necessary. Conducts final inspections of repair/remodel/maintenance projects completed by contractors before final payment is made. Reports back to the State Purchasing and Contracting Office if the contractor did not follow the SOW contracted.
3. Performs Preventative Maintenance (PM) services on HVAC systems to include filter and belt changes. Performs PM on boiler systems and manages inspections of kitchen exhaust hoods. Performs PM on plumbing equipment to include backflow inspections, water heaters, sprinkler systems to include fire and lawn.
4. Performs repairs on buildings to include electrical, plumbing, carpentry and Heating, Ventilation, Air Conditioning (HVAC) systems. Structural repairs such as dry wall, overhead doors, doors, locks, fencing, and lighting repairs using the proper tools and methods. Performs technical inspections of facilities for compliance with building security, health, life, and safety codes.
5. Coordinates with facility managers for scheduled maintenance and services. Sets-up and maintains a regular inspection plan to determine maintenance needs. Takes initiative to anticipate problems before they occur with minor and regular maintenance needs. Coordinates

maintenance of lawn equipment for Readiness Centers. Consults with supervisor as needed for major maintenance needs that may have a budgetary impact.

6. Uses the Integrated Engineering Management System (IEMS) program for maintenance requests to include parts requests, repair contracts, and credit card purchases. Creates work orders and updates statuses during repair process. Uses open work order register to schedule maintenance repairs, track status of repairs and repair parts. Creates requisitions for contracted maintenance, repair parts, and services as needed to maintain facilities and equipment.

7. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

8. Performs other related duties and projects as necessary or assigned, to include general custodial work if needed.

SUPERVISORY CONTROLS: The incumbent works under the general supervision of the Maintenance Operation Manager and is guided by the policies, directives and regulations of the CFMO. Incumbent performs most work independently, and seeks supervisor's assistance/guidance when unusual situations that do not have guidelines or clear precedents arise or when trying to resolve difficult situations that involve competing demands/priorities. The incumbent analyzes requirements, plans various phases of work, coordinates work, and resolves most problems and deviations in accordance with instructions, policies, previous training or accepted practices. Completed work is evaluated for technical soundness, quality assurance, efficient use of time and resources, resolution of normal scheduling problems, and efforts made to meet or expedite completion deadlines. Additional guidance is provided through applicable regulations, policies and procedures for technical guidance.

PERSONAL WORK CONTACTS: Contacts include military and civilian personnel of the Idaho Military Division (IMD), Idaho National Guard (IDNG) and other armed services; Division of Public Works (DPW), Department of Labor (DOL) and Industrial Services; and local contractors and building material vendors throughout the state.

WORKING CONDITIONS / PHYSICAL EFFORT: Work is generally performed in areas that are well lighted, heated, and ventilated. Incumbent may occasionally work inside in areas that are drafty. The work is sometimes dirty, dusty and greasy, and the incumbent is frequently exposed to the possibility of cuts, scrapes and bruises. The work can be physically strenuous and may include standing, walking, stooping, and bending. Incumbent is subject to dangers from exposure to high noise levels and moving equipment. Incumbent may be exposed to powerful chemicals/vapors, the possibility of electrical shock, and falling from heights of up to 60 feet (a light pole). Terrain or flooring may be hard, rough, uneven, or slippery. Incumbent must routinely lift and carry supplies and equipment up to 50 pounds unassisted, and may occasionally handle heavier items with assistance. Incumbent may be required to work long or irregular hours, and may be called in to respond to emergencies. Overnight travel for moderate periods of time (up to 4 days) is required. Incumbent may perform work and travel in extreme and adverse weather conditions.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: F08 (Skilled Craft)

WCC: 9015

NOVEMBER 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be an enlisted member of the Idaho National Guard. *(Civilian applicants may apply under Announcement 22-11-MW-TEMP BACKFILL.)*
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Selectee must be willing to establish permanent residence within 50 miles of the assigned ARNG Readiness Center (Armory) within 90-days of appointment start date.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 18-months of specialized experience performing related duties as specified below.

- Demonstrated ability to perform in the carpentry, electrical, plumbing, roofing, mechanical, and heating/air conditioning trades.
- Knowledge of contracting legal procedures and military regulations.
- Considerable knowledge of proper construction methods and ability to safely use hand and power tools.
- Knowledge of building and life safety codes.
- Demonstrated ability to read and interpret construction plans and specifications.
- Knowledge and ability to make technical inspections of buildings for preventive maintenance, safety and security.

CONDITIONS OF EMPLOYMENT:

- Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- Refer to the position description for the Mandatory Requirements for this position.
- Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform. *(Not applicable to military waived civilian employees.)*
- Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived civilian employees.)*
- The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist

The HRO State Personnel Branch will not forward incomplete application packets for consideration.

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #22-11-MN/MW-TEMP BACKFILL
ARMORY MAINTENANCE TECHNICIAN
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Armory Maintenance Technician Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment)**: Must be an enlisted member of the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC and unit of assignment.
If applying as a civilian under Announcement 22-11-MW-TEMP BACKFILL, please indicate so.

- * 2. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to have and maintain (do NOT provide license info here)

- * 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 4. **Mandatory Requirement (condition of employment):** Selectee must be willing to establish permanent residence within 50 miles of the assigned ARNG Readiness Center (Armory) within 90-days of appointment start date.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 5. KSA: **Demonstrated ability to perform in the carpentry, electrical, plumbing, roofing, mechanical, and heating/air conditioning trades.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Knowledge of contracting legal procedures and military regulations.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Considerable knowledge of proper construction methods and ability to safely use hand and power tools.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge of building and life safety codes.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Demonstrated ability to read and interpret construction plans and specifications.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Knowledge and ability to make technical inspections of buildings for preventive maintenance, safety and security.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?
☐ Yes ☐ No

- * 12. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)
☐ Yes ☐ No

- * Required Question